

Handout 2 - OA Responsibilities

(Sorted by End Date)

ID	Task/Description		Start	End	Tasks Requiring OA User Involvement	OA Deployment Decisions
C.BR.102	SDL Design Reviews A series of design reviews for SDL 2 will be presented. A schedule will be forwarded to OA's. Week of Feb 8, 1999 – General Ledger Week of Feb 22, 1999 – Payables Week of Mar 8, 1999 – Project Accounting Week of Mar 22, 1999 – Receivables/Assets	Task	2/8/99	3/26/99	✓	
C.BR.103	Freeze Changes to DAFIS	Milestone	4/1/99	4/1/99	✓	
C.BR.105	Execute SDL - Federal 3.0 The second Solution Demonstration Lab will take place using the new release of the Oracle Federal Financial Applications. All of the business requirements scenarios will be re-executed to verify that this new release will satisfy the DOT requirements and to validate changes made after the first SDL. In this task we will validate and confirm final accounting flexfield structure which will be used for the DELPHI system. OA Key users will participate in the SDL activities and provide input into the Global Design.	Task	4/1/99	5/28/99	✓	
1.3.1	Identify Business Processes to be Implemented at the OA ID processes performed by OA via telecons, deliverable reviews and SDL participation with departmental DELPHI team. Provide initial list to OCFO. Provide monthly update to OCFO.	Task	1/4/99 2/10/99 3/10/99 4/14/99	6/9/99 2/10/99 3/10/99 6/9/99		✓
1.3.3	Identify Interfaces to be Implemented <ul style="list-style-type: none"> Inventory current OA systems outside of DAFIS financial system. Provide list to OCFO. Identify processes from these OA systems that are taken care of by DELPHI functionality and those that are not. Provide list to OCFO. Identify processes from these OA systems that the OA chooses to retain in its legacy system. Provide list to OCFO. Develop an interface list for non-DAFIS processes that are not taken care of by DELPHI functionality. Provide list to OCFO. Identify specific data entities that must be interfaced for each interface on the list. Provide list to OCFO. Put in place an OA plan to design and develop these interfaces. Provide to OCFO. 	Task	1/4/99 3/10/99 4/14/99 4/14/99 5/12/99 5/12/99 6/9/99	6/9/99 3/10/99 4/14/99 4/14/99 5/12/99 5/12/99 6/9/99		✓
1.4.1	Determine OA Project Controls and Policies <ul style="list-style-type: none"> Define OA Project Control and Reporting Procedures. Provide prepared documents to OCFO. Define OA Project Policies. Provide prepared documents to OCFO. Conduct final review of OA Project Control and Reporting Procedures and Project Policies. 	Task	1/4/99 4/14/99 4/14/99 6/9/99	6/9/99 4/14/99 4/14/99 6/9/99		✓
M.OR.040	Prepare Transition Strategy This task outlines the business transition approach for migrating the people, Operating Administration, and system to production status. The OA's and OFM will provide input, review, and provide comments on the Strategy.	Task	5/3/99	6/14/99	✓	

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1.2	OA Roll-Out Decision <ul style="list-style-type: none"> Determine whether or not there are any OA non-standard or non-universal business processes. Provide list of OA Exception business processes to OCFO. Review results with departmental DELPHI Team. Provide list of OA-Exception business processes to OCFO. 	Task	<u>1/4/99</u> 7/14/99 8/2/99	<u>8/2/99</u> 7/14/99 8/2/99		✓
C.BR.108	Conduct SDL 2 Roadshow In this task, the Operating Administration representatives will review the results from the second Solution Demonstration Lab performed by the four Business Process Groups.	Task	6/28/99	7/2/99	✓	
C.BR.109	OA Roll-Out Decision This is a milestone. By this date OA's will be ready to submit their DELPHI roll-out decision.	Milestone	8/2/99	8/2/99	✓	
1.3.2	Identify Physical Locations to be Implemented <ul style="list-style-type: none"> Identify physical locations in each OA where users of DELPHI work. Provide list to OCFO. Identify whether there will be remote/mobile users or telecommuters. Provide list to OCFO. Identify the sequence of physical locations within the OA to implement. Provide list to OCFO. 	Task	<u>1/4/99</u> 4/14/99 6/9/99 7/14/99	<u>7/14/99</u> 4/14/99 6/9/99 7/14/99		✓
1.3.5	Identify Technology Components to be Implemented <ul style="list-style-type: none"> Hardware (desktops, printers, etc. based on specs already provided by departmental DELPHI tech team). Provide list to OCFO. Local-area and wide-area networks/connectivity. Provide list to OCFO. 	Task	<u>1/4/99</u> 5/12/99 7/14/99	<u>7/14/99</u> 5/12/99 7/14/99		✓
1.3.4	Identify Data Conversions to be Implemented <ul style="list-style-type: none"> Review global conversion mapping from DAFIS to DELPHI for the OA. Report progress of review of CV.055. Identify conversion entities not included in global conversion design (e.g., unique OA standalone systems, non-DAFIS objects). Provide list to OCFO. Put in place an OA plan to design and develop these conversions. Provide to OCFO.	Task	<u>8/2/99</u> 7/14/99 8/2/99 8/2/99	<u>8/2/99</u> 7/14/99 8/2/99 8/2/99		✓
1.4.2	Develop OA Project Workplan <ul style="list-style-type: none"> Refine tasks in generic OA plan (Global) Add, modify, delete tasks as needed Identify deliverables Assign OA roles to tasks Define OA project team roles and responsibilities Assign the required roles to each task Develop estimates of work effort Estimate work hours required by each role for each task Conduct preliminary review of OA Project Workplan Conduct final review of OA Project Workplan 	Task	<u>1/4/99</u> 8/2/99 8/2/99 8/2/99 8/2/99 8/2/99 9/8/99 10/13/99	<u>10/13/99</u> 8/2/99 8/2/99 8/2/99 8/2/99 8/2/99 9/8/99 10/13/99		✓
D.DO.230	Complete Procedure Editing In this task the DELPHI team will develop User Policies and Procedures for HTML help text. OA key users will review the User Policies and Procedures.	Task	7/26/99	9/21/99	✓	

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D.DO.280	Develop Skills Assessment Documents In this task the DELPHI team will develop Skills Assessment Documents. OA key users will review the Skills Assessment Documents.	Task	9/8/99	9/21/99	✓	
C.MD.084	Communicate Interface Requirements to OAs This task is a design review between Business Process Group Leads, OA users, Interface Designers, and Interface Builders. The goal is to secure approval of the complete designs for the interfaces from all interested parties.	Task	4/1/99	9/30/99	✓	
D.TE.100	Prepare Key Users for Testing In this task, the DELPHI team will review test scripts with key users participating in the Business System Test. The OA's and OFM will provide input, review, and provide comments on the test scripts.	Task	10/1/99	10/22/99	✓	
D.CV.120	Perform Conversion Validation Test In this task the DELPHI team will validate that the DELPHI applications function correctly with the converted business data. The OA's and OFM will provide input, review, and provide comments on the Conversion Validations Test.	Task	1/14/99	11/15/99	✓	
D.TE.110	Perform System Testing In this task, the DELPHI team will test the business system functions within the target applications, including standard processes. The OA's and OFM will provide input, review, and provide comments on the system testing.	Task	10/22/99	11/15/99	✓	
D.DO.250	Complete Courseware Modifications In this task the DELPHI team will develop User Training Materials. OA key users will review the User Training Materials.	Task	9/27/99	11/26/99	✓	
C.TE.050	Develop Systems Integration Test Scripts for Applications In this task the DELPHI team will develop the scripts that validate the integration between the DELPHI system and other external systems. The OA's and OFM will provide input, review, and provide comments on the Systems Integration Test Scripts.	Task	11/8/99	11/30/99	✓	
D.DO.120	Complete Conversion and Interface Technical Reference Manual The documentation for the conversion and interface modules will be contained in the Technical Reference manual. This information is intended to supplement the standard Oracle Technical Reference Manual and is consistent in format and content to the Oracle Documentation Standards. The OA's and OFM will provide input, review, and provide comments on the manual.	Task	9/1/99	12/15/99	✓	
D.DO.290	Publish Documentation/Convert to HTML In this task the DELPHI team will procedure documents to HTML. OA key users will review the HTML documents on-line.	Task	11/29/99	12/17/99	✓	

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D.TE.130	Perform Systems Integration Testing In this task, the DELPHI team will test the system's integration with other application systems in a production-like environment. The OA's will provide input, review, and provide comments on the systems integration testing.	Task	11/15/99	1/3/00	✓	
E.TR.082	Conduct Training Rehearsals End-user trainers (pilot) will rehearse training sessions prior to actual end-user training. The OA key users will participate in the rehearsals.	Task	1/3/00	1/7/00	✓	
E.TR.083	Basic Oracle Apps Navigation Training On-site, hands-on training at pilot site to facilitate user learning.	Task	1/10/00	1/10/00	✓	
1.1	Resolve Global OA Issues and Decisions – Key Users <ul style="list-style-type: none"> Participate in weekly telecons with departmental DELPHI team. Coordinate and facilitate meetings with appropriate decision-makers within OA to gain resolutions. Provide monthly status report. Document decisions and communicate them to departmental DELPHI team and through the OA. Provide list of results. Begin business process improvement activities within the OA with departmental DELPHI team, as needed. Provide monthly status report. Execute action items on the OA Organizational Change Readiness Checklist. Provide monthly status report. <ul style="list-style-type: none"> Execute Leadership action items Execute Communication action items Execute Performance action items Execute Commitment action items Execute Capabilities action items Execute Culture action items Execute Structure action items 	Activity	<u>1/4/99</u> Ongoing 2/10/99 5/12/99 6/9/99 6/9/99	<u>1/12/00</u> 1/12/00 5/12/99 8/2/99 1/12/00		✓
T.IA.900	Establish Operational Systems Management Facility and Support Establish processes for system fault tolerance management, load leveling management, backup and restore, disaster recovery, checkpoint and restart, rollback, capacity planning, system security, configuration management. The OA's and OFM will provide input, review, and provide comments on the System Management Guide.	Task	12/15/99	1/14/00	✓	
E.TR.090	Train Pilot Users - Role-based Training The DELPHI team and end-user trainers will present role-based training sessions for pilot. The pilot key users will participate in the training. All OA users will attend training that pertains to their role.	Task	1/11/00	1/14/00	✓	

✓ **Tasks Requiring OA User Involvement** – Indicates the task is in the DELPHI Program Plan and OA Users will assist the Oklahoma City DELPHI Team

✓ **OA Deployment Decisions** – Indicates the task is to be completed by the OA Users